

VILLAGE OF SISTER BAY BOARD OF TRUSTEES MEETING MINUTES
TUESDAY, DECEMBER 15, 2015
SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD

The December 15, 2015 meeting of the Village of Sister Bay Board of Trustees was called to order by Village President Dave Lienau at 6:15 P.M.

Present: President Lienau and Trustees John Clove, Scott Baker, Kathy Enquist, and Nora Zacek.

Excused: Pat Duffy

Staff Members: Village Administrator Zeke Jackson, Finance Director Tasha Rass, Consultant Robert Kufirin, and Assistant Administrator Janal Suppanz.

Others: Ron Kane, Denise Bhirdo, Rob Zoschke, Marge Grutzmacher, Jennifer Damiani and Nate Bell.

Approval of the Agenda and Minutes as published:

A motion was made by Clove, seconded by Baker that the Agenda for the December 15, 2015 meeting of the Village of Sister Bay Board of Trustees be approved as presented. Motion carried – All ayes.

A motion was made by Clove, seconded by Baker that the minutes for the November 17, 2015 meeting of the Village of Sister Bay Board of Trustees be approved as presented. Motion carried – All ayes.

A motion was made by Clove, seconded by Baker that the minutes for the November 24, 2015 joint meeting of the Village of Sister Bay Board of Trustees, the Plan Commission, the Parks Committee and the Economic Development Committee be approved as presented. Motion carried – All ayes.

Comments and correspondence:

Lienau asked if anyone wished to comment regarding a non-agenda item. No one responded. Jackson noted that no new correspondence had been received.

Item No. 10. Consider a motion to convene into executive session pursuant to Wis. Stats., §19.85(1)(c) to discuss personnel and employee benefits and §19.85(1)(g) to confer with legal counsel, who, either orally or in writing will advise the governmental body on strategy to be adopted with respect to current or likely litigation:

At 6:16 P.M. a motion was made by Lienau, seconded by Clove that the Village Board convene into executive session pursuant to Wis. Stats., §19.85(1)(c) to discuss personnel and employee benefits and §19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investment of public funds, or conduct other specified public business, whenever competitive or bargaining reasons require a closed session.

A roll call vote was taken on that motion and the Board members voted in the following fashion:

1 Baker – Aye; Clove – Aye; Enquist – Aye; Lienau – Aye; Zacek – Aye.

2
3 Motion carried.

4
5 **Item No. 11. Consider a motion to reconvene into open session:**

6 At 6:44 P.M. a motion was made by Lienau, seconded by Zacek that the Village Board
7 reconvene into open session. Another roll call vote was taken, and the Board members voted in
8 the following fashion:

9
10 Baker – Aye; Clove – Aye; Enquist – Aye; Lienau – Aye; Zacek – Aye.

11
12 Motion carried.

13
14 **Item No. 12. Consider a motion to take action if required:**

15 No formal action was taken, but the Village Attorney was directed to take the actions which
16 were discussed in closed session. Motion carried – All ayes.

17
18 **Item No. 1. Consider a motion to pass and adopt Resolution No. 318, approving a Certified**
19 **Survey Map combining and re-dividing Parcel No. 181-00-06312844F and Parcel No. 181-00-**
20 **06312844P which are located on Chalet Lane and owned by David Lienau:**

21 At 6:47 P.M. Lienau recused himself due to a conflict of interest and turned his Chairperson
22 duties over to Jackson.

23
24 The Plan Commission has recommended that Resolution No. 318, approving a Certified Survey
25 Map combining and re-dividing Parcel No. 181-00-06312844F and Parcel No. 181-00-
26 06312844P be approved. That property is located on Chalet Lane and is owned by Lienau. If
27 the CSM is approved, both properties depicted on it will be zoned B-1 and will become
28 buildable lots.

29
30 A motion was made by Clove, seconded by Baker that Resolution No. 318, approving a
31 Certified Survey Map combining and re-dividing Parcel No. 181-00-06312844F and Parcel No.
32 181-00-06312844P be passed and adopted as presented. Motion carried – All ayes.

33
34 At 6:50 P.M. Lienau returned to the table and resumed his duties.

35
36 **Item No. 3. Consider a motion to discuss and act on a recommendation of the Fire**
37 **Commission to adopt an Intergovernmental Agreement with the Village of Ephraim:**

38 The members of the Fire Board have had meetings with representatives of the Village of
39 Ephraim, and the Fire Board eventually recommended that the Intergovernmental Agreement
40 which was included in the meeting packets be approved. Basically that agreement indicates
41 that the Village's First Responders will provide services in Ephraim.

42
43 A motion was made by Baker, seconded by Zacek that the Village Board approves the
44 Intergovernmental Agreement between the Sister Bay-Liberty Grove Fire Department and the
45 Village of Ephraim as presented. Motion carried – All ayes.

46
47 **Item No. 4. Consider a motion to approve the 2016-2017 list of Election Inspectors as**
48 **proposed by the Village Clerk:**

49 The Wisconsin Statutes require that the Village periodically adopt a list of election officials, and
50 a proposed list for 2016-2017 which was prepared by the Village Clerk was included in the

meeting packets.

A motion was made by Lienau, seconded by Clove that Shirley Adams, Betty Anderson, Bob Anderson, Jackie Hoekstra, Fred Landstrom, Lee Lhost and Doug VanVorous shall be appointed Election Inspectors for the Village of Sister Bay for 2016 and 2017, and Carol Sandstrom, Jill Lhost, Nancy Laitner, Dwight Anderson, and Mary Jo Anderson shall be appointed Alternate Election Inspectors for the Village of Sister Bay for 2016 and 2017. Motion carried – All ayes.

Item No. 5. Consider a motion to adopt an Intergovernmental Agreement with Door County on elections equipment:

The County has purchased new election equipment, and an applicable Intergovernmental Agreement with Door County was included in the meeting packets. The Village Clerk has recommended that that agreement be approved.

A motion was made by Clove, seconded by Zacek that the Village Board accepts the recommendation of the Village Clerk and approves an Intergovernmental Agreement with Door County regarding the use of election equipment. Motion carried – All ayes.

Item No. 8. Review of the financial statements and consideration of a motion to approve the monthly bills:

Payment Approval Reports for the period November 18, 2015 through December 15, 2015 were included in the meeting packets, and the Board members jointly reviewed those documents.

A motion was made by Lienau, seconded by Baker that the monthly bills depicted on the reports which were included in the meeting packets totaling \$801,363.49 are all approved. Motion carried – All ayes.

Item No. 6. Consider a motion to discuss and confirm President Lienau's Committee appointments:

Lienau is recommending that:

- Pat Duffy be appointed Chair of the Marina Fest Committee;
- Sue Lundquist be appointed to fill the vacant citizen position on the Marina Fest Committee;
- Denise Bhirdo be appointed Chair of the Waterfront Oversight Committee;
- Shane Solomon be appointed as a citizen member of the Waterfront Oversight Committee; and
- Nate Bell be appointed to fill the vacant seat on the Village Board. Since Bell is currently a citizen member on the Plan Commission there will now be a vacancy for a citizen position on the Plan Commission.

A motion was made by Clove, seconded by Zacek that Pat Duffy shall be appointed Chair of the Marina Fest Committee and Sue Lundquist shall be appointed to fill the vacant citizen position on the Marina Fest Committee. Motion carried – All ayes.

A motion was made by Baker, seconded that Zacek that Denise Bhirdo shall be appointed Chair of the Waterfront Oversight Committee and Shane Solomon shall be appointed as a citizen member of that committee. Motion carried – All ayes.

1 *A motion was made by Clove, seconded by Zacek that Nate Bell shall be appointed to fill the*
2 *vacant seat on the Village Board and shall assume the Board member position on the Plan*
3 *Commission. Motion carried – All ayes.*

4
5 The Board members welcomed Bell and indicated that they look forward to working with him.
6 He will be sworn in ASAP.

7
8 **Item No. 7. Report on County activities from the County Supervisor, Dave Lienau:**

9 Lienau gave the following oral report regarding Door County activities:

10
11 The members of the County's Administrative Committee met today and recommended that:

- 12 • The negotiated contract settlement with the EMS and the Sheriff's Department
- 13 bargaining units be approved;
- 14 • A "pay for performance" plan be implemented for County employees. (In essence cost
- 15 of living pay increases will no longer be granted, but employees will receive raises if
- 16 and when they meet specific goals and objectives.);
- 17 • The employee pay scale be aged for established County positions by 1.6% since the
- 18 County committed to a "meet the market" wage plan; and,
- 19 • A "high performer" bonus program be initiated.

20
21 **Item No. 9. Report by the Village Administrator on Village activities and projects:**

22 Jackson gave the following oral report:

- 23
24 • Work on the Bay Shore Drive Project has halted for the winter of 2015. D.O.T.
- 25 representatives have indicated that they believe work will resume in April. The
- 26 new lights will be installed as soon as they are available.
- 27 • Topsoil has been placed on the sledding hill. The employees from Hockers
- 28 Construction are working to get the project complete before the snow flies. A
- 29 crown berm is being added to direct sleds toward the bottom of the hill.
- 30 • The Beach Project is complete!!!! There are still some outstanding issues which
- 31 have to be settled with the DNR.
- 32 • Construction is underway on the Niagara Ridge Development.
- 33 • Preliminary plans for the Harbor View Development, (the Old School property),
- 34 have been approved by the Plan Commission. Until the principal parties have
- 35 resolved some personal issues the project will be on hold.
- 36 • He has met with Keith Garot, Stan Wilson and representatives from the Bank of
- 37 Luxemburg, and it is his understanding that Mr. Garot will be submitting
- 38 amended plans in January.
- 39 • A final proposal has not been received from Living Labs for the Wayfinding
- 40 Signage Project yet.

41
42 Jackson then introduced Tasha Rass, the new Finance Director, and the Board members
43 welcomed her. Rass is looking into the possibility of calling some of the Village's
44 general obligation bonds.

45
46 **Item No. 2. Presentation of 2015 Stakeholder Survey Results; Discussion regarding the survey,**
47 **and short term goal setting:**

48 The Village has accomplished an incredible amount of work in a very short period of time.
49 What was projected to be a 20 year schedule of projects was substantially completed in less

1 than eight years. A citizen survey was mailed out recently, and the results of that survey were
2 included in the meeting packets.

3
4 *The Board members jointly reviewed the previously mentioned survey results, and it was the*
5 *consensus that another survey should be mailed out in 2017. The results of the new survey will*
6 *be reviewed by the Board members as soon as they have been tabulated.*
7

8 **Committee Reports:**

9 **(1) Administrative Committee:**

10 The Administrative Committee made the previously mentioned Committee appointment
11 recommendations.
12

13 **(2) Bay Shore Drive Reconstruction Oversight Ad Hoc Committee:**

14 The Bay Shore Drive Reconstruction Oversight Ad Hoc Committee has not met recently.
15

16 **(3) Communication and Technology Committee:**

17 The Communication and Technology Committee has not met recently.
18

19 **(4) Door County Coastal Byways Commission:**

20 No action based on the minutes which were included in the meeting packets. The Coastal
21 Byways Commission met on December 8, 2015 but those minutes have not been
22 completed yet. The next meeting of the Coastal Byways Commission has been scheduled
23 for 8:30 A.M. on February 9, 2015 and it will be conducted in Fish Creek.
24

25 **(5) DCEDC:**

26 The DCEDC met yesterday. The main topics of discussion at that meeting were wages for
27 employees in Door County, maintaining an experienced workforce, and strategic
28 planning.
29

30 **(6) Economic Development Committee:**

31 The Economic Development Committee met prior to this meeting.
32

33 **(7) Finance Committee:**

34 The Finance Committee has not met recently.
35

36 **(8) Fire Board and Fire District Exploratory Committee:**

37 The Fire Board met two weeks ago and recommended that the previously mentioned
38 agreement with the Village of Ephraim be approved.
39

40 The Fire District Exploratory Committee has not met recently.
41

42 **(9) Historical Society:**

43 The Historical Society recently held its Christmas Party. It does not appear that any
44 Historical Society meetings will be conducted during the winter months.
45

46 **(10) Library Commission:**

47 The Library Commission met on December 8, 2015. A great piece of artwork featuring
48 Sister Bay was donated to the Sister Bay-Liberty Grove Library. Four telescopes were also
49 donated to the Door County Library system and they will be loaned out to Library
50 patrons.

(11) Marina Committee and Marina Fest Committee:

No action based on the minutes which were included in the meeting packets. The Marina Committee also met last week but those minutes have not been completed yet. 2015 was a “record year” for both seasonal and transient slip rentals.

The Marina Fest Committee will be meeting sometime in January.

(12) Parks:

No action based on the minutes which were included in the meeting packets.

(13) Personnel Committee:

The Personnel Committee has not met recently.

(14) Plan Commission:

No action based on the minutes which were included in the meeting packets.

(15) SBAA:

The approved version of the minutes for the November 5, 2015 meeting of the SBAA Board of Directors was included in the meeting packets. The SBAA Board of Directors met on December 3, 2015 and December 8, 2015, and the budget for 2016 was approved. Zacek reported that the Village’s funding proposal will be accepted with some revisions, and a formal document which contains those revisions will be presented to Village officials in the near future.

(16) Teen Center:

A group of individuals who are interested in getting more involved with the Teen Center met on December 11, 2015. Another meeting will be conducted in January, and at that time recommendations will be made for Teen Center Board appointments.

(17) Tourism Zone Commission:

No action based on the minutes which were included in the meeting packets. Tourism Zone collections have been good and work is ongoing on reporting issues.

(18) Utilities – Water, Sewer, and Storm Sewer Committees:

The Utilities – Water, Sewer and Storm Sewer Committees have not met recently.

(19) Administration/Compensation Oversight:

The Administration/Compensation Oversight Committee has not met recently.

(20) Waterfront Oversight

The members of the Waterfront Oversight Committee have not met yet.

Item No. 12. Discussion regarding matters to be placed on a future agenda or referred to a committee, official or employee:

There were no matters to be placed on a future agenda or referred to a committee, official or employee.

Continuation of Item No. 10. Consider a motion to reconvene into executive session pursuant to Wis. Stats., §19.85(1)(c) to discuss personnel and employee benefits and §19.85(1)(g) to confer with legal counsel, who, either orally or in writing will advise the governmental body on strategy to be adopted with respect to current or likely litigation:

At 7:59 P.M. a motion was made by Lienau, seconded by Baker that the Village Board reconvene into executive session pursuant to Wis. Stats., §19.85(1)(c) to discuss personnel and employee benefits and §19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investment of public funds, or conduct other specified public business, whenever competitive or bargaining reasons require a closed session.

A roll call vote was taken on that motion and the Board members voted in the following fashion:

Baker – Aye; Clove – Aye; Enquist – Aye; Lienau – Aye; Zacek – Aye.

Motion carried.

Item No. 11. Consider a motion to reconvene into open session:

At 8:09 P.M. a motion was made by Lienau, seconded by Clove that the Village Board reconvene into open session. Another roll call vote was taken and the Board members voted in the following fashion:

Baker – Aye; Clove – Aye; Enquist – Aye; Lienau – Aye; Zacek – Aye.

Motion carried.


Item No. 12. Consider a motion to take action if required:

No formal action was taken, but staff was directed to take the actions which were discussed in closed session. Motion carried – All ayes.

Adjournment:

A motion was made by Baker, seconded by Clove to adjourn the meeting of the Board of Trustees at 8:10 P.M. Motion carried – All ayes.

Respectfully submitted,



Janal Suppanz,
Assistant Administrator